



National Nuclear Security Administration

Sandia Site Office


P.O. Box 5400

Albuquerque, New Mexico 87185-5400

JAN 30 2008



MEMORANDUM FOR: Karen Boardman, Chairperson, Federal Technical Capability Panel

FROM: *For* Kimberly A. Davis, Acting Manager 

SUBJECT: Annual Workforce Analysis and Staffing Plan Report for 2008

REFERENCE: Memorandum from Karen Boardman, Chairperson, Federal Technical Capability Panel, Annual Workforce Analysis and Staffing Plan Report for Calendar Year 2008 - 08-NA SC-012, dated November 17, 2008

We have completed our workforce analysis and developed our staffing plan in accordance with the guidance provided in the referenced memorandum. Our report is attached.

Should you have any questions, please contact me at (505) 845-6036 or Jim Todd of my staff at (505) 845-4961.

Attachment (1)

cc w/attachment:

J. McConnell, NA-1, HQ/FORS

G. Talbot, NA-17, HQ/FORS

J. McLaughlin, SSO

L. DeSerisy, SSO

D. Brunell, SSO

K. Agogino, SSO

R. Scott, SSO

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J. Todd, SSO

M. McFadden, SSO

A. Tate, SSO

09-004 -AMFO

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as of December 31, 2008
Reporting Office: Sandia Site Office

Section One: Current Mission(s) of the Organization and Potential Changes

1. The Sandia Site Office (SSO) Mission is to provide contract oversight of Sandia National Laboratories (SNL) and serve as the risk acceptance agent for the National Nuclear Security Administration (NNSA). The site office ensures federal personnel are technically qualified to accomplish the oversight required by this mission.
 - Sandia National Laboratories designs all non-nuclear components for the nation's nuclear weapons, performs a wide variety of energy research and development projects, and works on assignments that respond to national security threats -- both military and economic. Sandia Corporation with Lockheed Martin as its parent corporation has been the DOE/NNSA Contractor since October 1, 1993. While most of SNL's work is sponsored by the NNSA, the lab also performs work for other federal agencies, including the Department of Defense, Department of Homeland Security, and others.
 - Sandia National Laboratories employs more than 8500 staff in the fields of engineering, science and technology. The lab performs operations in Albuquerque and Carlsbad, NM; Livermore, CA; Amarillo, TX; Point Barrow, AK; Kauai, HI; and Tonopah and Yucca Mountain, NV.
2. No significant SNL mission changes requiring a change in site office technical staffing are anticipated, however the following changes are projected for SNL operations:
 - On-site Transportation (nuclear activity);
 - Sandia Pulsed Reactor Facility Burn-up Credit Critical Experiments; and
 - Auxiliary Hot Cell Facility (nuclear activity) is expected to start-up in 2009.

Section Two - Site Characteristics Table ¹

Number of Hazard Category 1, 2, or 3 Nuclear Facilities:

HC1: 0 HC2: 2 HC3: 3

Number of Radiological Facilities ²: 121

Number of High or Moderate Hazard Non-Nuclear Facilities: 6 Moderate

Number of Low Hazard Non-Nuclear Facilities: 771

Number of Documented Safety Analyses: 6, with 5 active

Number of Safety Systems ³: 7

Number of Site Contractor FTEs: ~8500

Number of Federal Office FTEs: NA – 92/84 Authorized/Assigned

Notes:

1. Sites accountable to multiple Headquarter Program Offices should list FTE needs by each Cognizant Secretarial Office, e.g. Total 22 FTEs (EM - 20, NE - 2).
2. Radiological Facilities are defined in 10 CFR 830 as below Hazard Category 3 Facilities. Hazard Category 1, 2 or 3 Nuclear Facilities should not be double counted as Radiological Facilities.
3. Safety Systems must be credited in a Documented Safety Analysis.

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Section Two – Technical Staffing Summary Table

Technical Capability	For All Facilities ¹		Comments
	Number of FTEs Needed ¹	Number of FTEs Onboard ¹	
Senior Technical Safety Managers	4.0	4.0	
Safety System Oversight Personnel ²	0.5	0.5	I&C and Mech Sys are SSOE positions (0.25 FTE each)
Facility Representatives ³	10.5	7.5	Reduced coverage of Low/SIH Facilities; FR at SNLCA is also Site Manager Rep
Other Technical Capabilities:			
Aviation Safety Manager	0.1	0	Coverage provided through matrix support from NNSA/SC
Aviation Safety Officer	0		
Chemical Processing	0		
Civil/Structural Engineering	0.1	0	Coverage provided through matrix support from NNSA/SC
Construction Management	0		
Criticality Safety	0.2	0.1	Additional coverage provided through matrix support from NNSA/SC
Deactivation & Decommissioning	0		
Electrical Systems	0.1	0	Coverage provided through matrix support from NNSA/SC
Emergency Management	1.5	1.0	Additional support provided by contractor and NSS
Environmental Compliance	4.9	3.7	1.2 FTE Coverage provided through matrix support from NNSA/SC; also includes Team Lead duties (0.25 FTE)
Environmental Restoration	0		
Facility Maintenance Management	0.5	0.5	
Fire Protection Engineering	1.0	1.0	
Industrial Hygiene	0.7	0.7	Performs duties as Safety & Health Team Lead (0.25 FTE)
Instrumentation & Control	0.5	0.5	Performs function as SSOE as well as collateral duties
Mechanical Systems	0.5	0.5	Performs function as SSOE as well as collateral duties
Nuclear Explosive	0		
Nuclear Safety Specialist	3.0	1.0	Additional support provided by contractor
Occupational Safety	3.0	3.0	This includes ISMS, Non-Nuclear Explosive & Construction Safety
Quality Assurance	1.0	1.0	
Radiation Protection	1.0	1.0	
Safeguards & Security	10.0	10.0	None are Defense Nuclear Facility-related positions
Safety Software Quality Assurance	0.5	0.5	
Technical Program Manager	0		
Technical Training	0.5	0.5	
Transportation & Traffic Mgmt	1.0	1.0	
Waste Management	1.0	1.0	
Weapons QA	4.0	4.0	None are Defense Nuclear Facility-related positions
Federal Project Directors ⁴	5.0	5.0	None are Defense Nuclear Facility-related positions

Notes:

1. These columns identify the number of FTEs needed to perform the Federal Safety Assurance function for your site or office based on potential facility and operational hazards.
2. SSO staffing analysis worksheets may be used in this process. They are posted at <http://www/hss.energy.gov/deprep/ftcp>.
3. Facility Representative staffing analysis worksheets are posted at <http://www/hss.energy.gov/deprep/ftcp>.
4. Federal Project Managers/Directors are not qualified via the Technical Qualification Program, but are qualified in accordance with DOE O 360.1A using the Project Management Career Development Program.

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Section Three: Current shortages and plans for filling them

- High priority positions needing to be filled near term using accelerated recruitment/replacement
 - Facility Representatives X 2
 - Nuclear Safety Specialist (Safety Basis Professional) X 2
- Medium priority positions needing to be filled using normal recruitment/replacement process
 - Facility Representative
- Other positions needing to be covered by alternate means (e.g., matrix, support service contractors, other sites, programs or service centers). Except for short term assignments, matrix coverage should not rely on technical staff already counted in the table.
 - Aviation Safety Manager, Civil/Structural Engineering, and Electrical Systems support are provided by NNSA/SC

Section Four: Projected shortage/surplus over next five years

- Four staff members have indicated a desire to retire in the next five years. Environmental Compliance and Facility Representative are the positions that would be affected by the retirements.

Section Five: General comments or recommendations related to the Technical Staffing